

## INSTRUCTIONS FOR COMPLETING THIS SF 23-116

1. ***Do not include anything not specifically requested herein.***
2. Submittal must be firmly bound by staples in upper left hand corner; do not use ringed binders or any other type of binding.
3. Do not use tabs or section dividers.
4. Cell 7; identify the type of full time personnel (**example:** 2 appraisers or 6 Foresters)
5. Do not include separate copies of resumes, certificates or any other credentials unless specifically instructed to include.
  - Cell 12 (Provide a short resume for key personnel) of the 23-116 form identifies the consultant's qualifications for each **work element** listed in cells 9a and 9b of the 23-116 form. Cell 12 must be completed for the prime consultant and all sub consultants.
6. Do not include photocopies of licenses.
7. Do not include marketing information.
8. Do not include this instruction page with your submitted proposal.
9. Do not alter the content of the 23-116 form.
10. Do not include photographs.
11. Do not include a cover (front or back).
12. The firm's name on the 23-116 form must be identical to the firm's name recorded with the Office of the Louisiana Secretary of State.
13. The sum of the percentages in item 9a and item 9b must total 100%.
14. **All cells on standard forms required by LaDOTD must be populated with data or N/A.**
15. Failure to complete the 23-116 form as instructed will cause proposal to be deemed non-responsive.